

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF ENGINEERING SERVICES
LEVEL	CEA 3 (Salary Range \$8030-8854)
FINAL FILING DATE	JUNE 30, 2006

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Engineer, the incumbent has full responsibility for developing and implementing policies and procedures for the Division of Engineering Services and the offices of: Program/Project & Resource Management; Materials Engineering & Testing Services; Structure Construction; Structure Design Services & Earthquake Engineering; Geotechnical Services; Structure Design; Office Engineer; and Administrative Services. Responsibilities include:

- Develops and implements policies and procedures in relation to structure design and construction; geotechnical programs; office engineer programs; pavement engineering; and structural materials testing services.
- Develops the short and long term strategic direction for the Division of Engineering Services.
- Establishes Division Program Level Action Plans that include the Department's goals, strategic objectives, strategies, and performance measures.

- Responsible for directing the management of highly sensitive and critical programs, including the Department's earthquake engineering, foundation engineering and geotechnical programs and policies, which are scrutinized by the Legislature and the public at large.
- Represents the Department at meetings, committees, task forces and in dealings with legislators, federal, state, regional and local agencies and the public concerning the scope and content of Caltrans engineering programs.
- Responsible for representing the Department in public forums in relation to engineering matters and maintaining effective working relationships with Caltrans districts and programs.
- Organizes the work and staff of Engineering Services, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets.
- Advises the Chief Engineer on the full range of issues related to the engineering programs of the state highway system.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO)

Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Possession of current registration as a Professional Engineer in the State of California AND experience in positions at the Supervising Engineer level or higher which developed the following qualifications:

- Demonstrated knowledge in managing the application of state and federal project laws and regulations relative to the engineering services of the state highway system.
- Broad and comprehensive knowledge of the Department's transportation roles and responsibilities.
- Demonstrated ability to manage large budgets; administration of large organizations; and setting performance measures to assure accountability.
- Knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, represent the Department in advanced transportation systems matters, and serve in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and maintain performance measures.
- Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.
- Good oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates applying for the examination. Interviews may be conducted at the discretion of the appointing power. If interviews are conducted, only the top candidates will be interviewed. Each candidate shall be notified in writing of the examination result.

SCREENING CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the screening are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Supervising Transportation Engineer.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).
- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original state application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position,

related to the screening criteria. The statement should be no more than two pages in length.

- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Office of Personnel Operations, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti.Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received or postmarked by 5:00 p.m. on June 30, 2006. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 or CALNET 498-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414 or CALNET 498-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.